

Department:	Franklin County Human Services
Organization:	Franklin County Drug and Alcohol
Job Code / Title:	Recovery Support Specialist
Position Number:	01
County:	Franklin/Fulton
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, PA 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$14.38
Pay Range & Step:	10
Posting Length:	5 Business Days
Posting Dates:	02/11/2016 – 02/18/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	02/18/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Transfer
- Voluntary Demotion
- Reemployment

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

NECESSARY SPECIAL REQUIREMENTS

Full certification as a drug and alcohol recovery support specialist by a statewide certification body which is a member of a National certification body or certification by another state government's substance abuse certification board.

2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 02/18/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

RECOVERY SUPPORT SPECIALIST

February 4, 2016

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

This is public contact work providing non-clinical support services to promote wellness in individuals initiating and maintaining long-term recovery from substance use disorders in a Department of Health funded Single County Authority or other licensed treatment facility.

An employee in this job is responsible for providing support services to individuals in recovery from substance use disorders by helping them gain access to needed resources in the community, assisting them in overcoming barriers, and helping them bridge gaps between their needs and available resources. Employee will function as a role model to peers; exhibiting competency in personal recovery and use of coping skills; serve as a consumer advocate, providing consumer information and peer support for clients in outpatient and inpatient settings. Work involves assisting individuals in self-identifying personal goals for recovery, assisting individuals in determining the steps to reach their recovery goals, and providing an environment of mutual respect, empowerment and opportunity to promote self-sufficiency. Work involves serving as an advocate through the various stages of recovery and recovery maintenance. Work also involves helping individuals assertively link to public service, educational opportunities, employment and vocational skill services. This employee will perform the work in accordance with established regulations, policies and procedures; but, is expected to exercise initiative and independent judgment while performing the duties as a Recovery Specialist.

ESSENTIAL FUNCTIONS OF JOB

1. Advocates for individual and family needs with substance use professionals, mental health professionals, medical professionals and other within the general community.
2. Encourages individuals' empowerment in asserting their rights and needs.
3. Provides instruction and role modeling and coaches individuals in skill building activities such as budgeting, job interviewing, civic involvement, or self-assertiveness training.
4. Problem-solves with individuals and interacts with other "team members" (treatment staff, probation officers, etc. as applicable) to eliminate obstacles and barriers to recovery, e.g. linkage to child-care, transportation, housing, etc.
5. Provides input to individuals developing a personal recovery plan which provides self-determined direction to one's recovery process.
6. Conducts recovery check-ups and promotion by observing behavior and forms of individual contacts and feedback such as telephone or e-mail.

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ESSENTIAL FUNCTIONS OF JOB CONT'D

7. Advises and informs individuals regarding community resources, including housing, employment, education, transportation, recreation, health, religious/spiritual and other resources needed to meet goals, objectives and needs.
8. Prepares written documentation of services provided to individuals and the effectiveness of delivered supports.
9. Researches, designs and/or implements needed recovery support service mechanisms and processes in local communities.
10. Serves as an advocate for clients.
11. Performs other related duties as required.

OTHER DUTIES OF JOB

1. Provide community outreach services/training as needed.
2. Attend meetings, training, and in-services, as required.
3. Assist in resolving client/program/provider complaints.
4. Perform other job related duties, as required.

SUPERVISION RECEIVED

Receives occasional instruction from Drug & Alcohol Administrator in regard to daily work duties.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works indoors in adequate work space, lighting and temperatures, but with fluctuations in ventilation temperature.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Works in normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of clients.
5. Travels periodically offsite to work-related facilities/spaces.

PHYSICAL AND MENTAL CONDITIONS

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential duties of job.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
3. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
4. Must demonstrate emotional stability.
5. Must be able to cope with the physical and mental stress of the position.

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PHYSICAL AND MENTAL CONDITIONS CONT'D

6. Must be able to physically and mentally react quickly in the event of a disturbance, emergent situation or physical outbreak.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

- High school diploma, GED or higher.
- Full certification as a recovery support specialist by a statewide certification body which is a member of a national certification body or certification by another state government's substance use certification board or the ability to obtain certification within one (1) year of employment.

QUALIFICATIONS (Cont'd)

B. WORK EXPERIENCE

- Minimum of three (3) years of recovery from substance use or co-occurring (mental health and substance use) disorders.
- Minimum of one (1) year of direct recovery practice (paid or volunteer).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
2. Must possess both verbal and written effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and external community partners.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating personal computers, computer software programs and other office equipment.
7. Must possess a valid Pennsylvania Driver's License and willingness to travel as needed.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess ability to make accurate observations through verbal communication and body language and to keep accurate statistics in regard to client base.
10. Knowledge of recovery process and pathways to recovery.
11. Knowledge of personal strengths, limitations and self-care related to the facilitation of recovery support services.
12. Knowledge of the role of resistance in addiction and recovery processes.
13. Knowledge of techniques that engage individuals to self-disclose.
14. Knowledge of recovery planning process.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED CONT'D

15. Knowledge of the effects of culture on the individual's beliefs and choices related to recovery.
16. Knowledge of service systems and resources including local, state and national recovery advocacy.
17. Knowledge of recovery capital.
18. Ability to demonstrate appropriate assertiveness skills.
19. Ability to differentiate between personal recovery and professional role.
20. Ability to establish and maintain an effective working relationship with clients from various cultures and social economic backgrounds.
21. Ability to interpret regulations, policies and procedures and apply them accordingly.
22. Ability to work with persons who have physical, mental or emotional disabilities or who are economically disadvantaged or involved with the criminal justice system.
23. Ability to plan and organize work, prepare records and reports, set priorities, and maintain a caseload in an effective and timely manner with minimal supervision.
24. Ability to advocate effectively on behalf of the client.

I HAVE READ THE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF RECOVERY SUPPORT SPECIALIST AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.